

DUTY AREA 41 - ADMINISTRATIVE FUNCTIONS: SNCO

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DUTY AREA 42 - PERSONNEL MANAGEMENT: SNCO

TASK: 3052.42.01 (CORE PLUS) SUPERVISE PROCESS PLANNING

CONDITION(S): Given container manufacturing and Preservation, Packaging and Packing (PP&P) areas, subordinate personnel, and the references.

STANDARD(S): In accordance the references.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure subordinate personnel are knowledgeable on requirements of process planning.
3. Periodically inspect subordinate process planning.
4. Ensure all personnel follow safety requirements.
5. Ensure documentation is completed and submitted as required.
6. Identify problems and take corrective action.
7. Ensure corrective action is accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: SSgt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4030.21_, Packaging Material Packing, Vol II
3. MCO P4030.31C, Packing Material Preservation, Vol I
4. MCO P4030.36_, USMC Packaging Manual

TASK: 3052.42.02 (CORE PLUS) SUPERVISE ACCOUNTING PROCEDURES

CONDITION(S): Given accounting forms and documents, access to an automated system with applicable software, accounting requirements and restrictions, subordinate personnel, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Observe personnel performing accounting procedures.

3. Verify all documentation in complete and accurate.
4. Ensure security standards are followed.
5. Identify any discrepancies.
6. Initiate corrective action, as required.
7. Ensure corrective action is accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124_, SASSY Using Units Procedures

TASK: 3052.42.03 (CORE PLUS) SUPERVISE REIMBURSABLE FUNCTIONS

CONDITION(S): Given a completed DD Form 2275 file copy and date entered into computer system, the comptroller Job Order Number (JON), access to an automated system with applicable software and internet conductivity, weekly balance file listing reimbursements, the unit's authorized budget, and the reference.

STANDARD(S): To ensure DD 2275s are complete, accurate, and submitted to the comptroller in a timely manner, and that reimbursable actions do not exceed the authorized budget.

PERFORMANCE STEPS:

1. Review the reference.
2. Review the completed DD Form 2275.
3. Ensure the DD Form 2275 is complete and accurate.
4. Ensure the JON has been recorded.
5. Forward the DD Form 2275 to the comptroller.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. SABRS USER MANUAL, Standard Accounting, Budgeting, and Reporting System (SABRS) Manual

TASK: 3052.42.04 (CORE PLUS) SUPERVISE PRESERVATION AND PACKAGING OPERATIONS FOR DEPLOYMENT

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CONDITION(S): Given an embarkation order, access to a Preservation, Packaging, and Packing (PP&P) area, required personnel, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Review embarkation orders.
3. Ensure adequate preservation and package area is available.
4. Assign personnel.
5. Brief personnel on requirements.
6. Observe personnel conducting preservation and packaging.
7. Ensure tasks are being accomplished correctly.
8. Initiate corrective action on any discrepancies.
9. Ensure corrective action has been accomplished.
10. Ensure documentation is completed and submitted as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: SSgt

REFERENCE(S):

1. MCO P4030.31C, Packing Material Preservation, Vol I
2. MCO P4790.3_, MIMMS Depot Policy Manual

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DUTY AREA 43 - OPERATIONAL FUNCTIONS: SNCO

TASK: 3052.43.01 (CORE PLUS) PERFORM QUALITY CONTROL PROCEDURES ON OUTGOING MATERIAL

CONDITION(S): Given material which have been preserved, packaged, or packed, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Verify correct packaging.
3. Verify proper construction of container.
4. Verify proper size.
5. Verify proper banding, blocking, and bracing.
6. Verify proper marking.
7. Initiate corrective action on any discrepancies.
8. Ensure that the corrective action is accomplished.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P4030.21_, Packaging Material Packing, Vol II
2. MCO P4030.24_, LOG PKG MGT
3. MCO P4030.31C, Packing Material Preservation, Vol I
4. MCO P4030.36_, USMC Packaging Manual
5. MIL STD 129, Military Standard Marking for Shipment and Storage

6. MIL STD 2073.1C, Standard Practice for Military Packing

TASK: 3052.43.02 (CORE PLUS) CONDUCT QUALITY ASSURANCE EVALUATIONS

CONDITION(S): Given access to constructed boxes, pallets, containers, packaged and preserved material, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

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1. Review the references.
2. Perform random inspection of constructed and packed boxes, pallets, and containers.
3. Verify proper packing and preservation.
4. Verify proper use of materials.
5. Verify proper assembly of containers.
6. Verify proper marking of containers.
7. Initiate corrective action, as necessary.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P4030.21_, Packaging Material Packing, Vol II
2. MCO P4030.24_, LOG PKG MGT
3. MCO P4030.31C, Packing Material Preservation, Vol I
4. MCO P4030.36_, USMC Packaging Manual
5. MIL STD 129, Military Standard Marking for Shipment and Storage
6. MIL STD 2073.1C, Standard Practice for Military Packing

TASK: 3052.43.03 (CORE PLUS) COORDINATE LOGISTICS SUPPORT REQUIREMENTS

CONDITION(S): Given an embarkation plan, equipment availability listing, Material Handling Equipment (MHE) availability, access to a Preservation, Packaging and Packing (PP&P) unit, and transportation availability requirements, and the reference.

STANDARD(S): To ensure that the Logistics Support Plan meets the supply requirements of the embarkation unit.

PERFORMANCE STEPS:

1. Review the reference.
2. Develop a logistic support plan.
3. Coordinate equipment and supply requirement of DSSC.
4. Ensure PP&P support is available.
5. Ensure MHE assets are available.
6. Notify TMO of transportation requirements.

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INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. FMFM 4-1, Combat Service Support Operations

TASK: 3052.43.04 (CORE PLUS) TRACK STATUS OF ITEMS PROCESSED THROUGH PRESERVATION

CONDITION(S): Given a DD Form 1348, work request number assignment, access to Preservation, Packaging and Packing (PP&P) unit, work request follow-up files, and Traffic Management Office (TMO) files, and the reference.

STANDARD(S): Ensure that items will have correct PP&P processing, completed in a timely manner, and shipped through TMO or issued to requiring unit.

PERFORMANCE STEPS:

1. Maintain pending status file.
2. Identify mistakes on individual work request in a timely manner.
3. Correct problem areas.
4. Notify TMO on shipping instructions, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. Local SOP

TASK: 3052.43.05 (CORE PLUS) PERFORM PREVENTIVE MAINTENANCE (PM)

CONDITION(S): Given Preservation Packaging, packing equipment requiring preventive maintenance, a preventive maintenance sheet, and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.
2. Conduct PM.
3. Complete the PM checklist.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: SSgt

REFERENCE(S):

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1. Manufacturer's Manual

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DUTY AREA 44 - CONTAINER MANUFACTURING: SNCO

TASK: 3052.44.01 (CORE PLUS) ASSEMBLE TRIPLE-WALL CORRUGATED FIBERBOARD SHIPPING
CONTAINERS

CONDITION(S): Given triple-wall corrugated fiberboard material, assembly tools, and the
references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Research characteristics of item to be contained.
3. Select method of packing.
4. Determine shipment or storage requirements.
5. Determine characteristics of container.
6. Wear appropriate safety equipment.
7. Wear appropriate safety equipment.

8. Inspect container to ensure proper construction.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: SSgt

REFERENCE(S):

1. ASTM D4727, Corrugated and Solid Fiberboard Sheet Rock (container grade) and Cut Shapes
2. ASTM D5118/D5118M, Fabrication of Fiberboard Shipping Boxes
3. ASTM D5168, Fabrication and Closure of Triple-Wall Corrugated Fiberboard Containers
4. MCO P4030.21_, Packaging Material Packing, Vol II
5. MCO P4030.31C, Packing Material Preservation, Vol I

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DUTY AREA 45 - CONTAINER MANUFACTURING: SNCO

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DUTY AREA 46 - MATERIAL PACKAGING: SNCO

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DUTY AREA 47 - PREPARATION FOR SHIPMENT FUNCTIONS: SNCO

TASK: 3052.47.01 (CORE PLUS) ESTABLISH CHAIN OF CUSTODY PROCEDURES

CONDITION(S): Given access to a working Preservation, Packaging and Packing (PP&P) section; given a high security, controlled or hazardous item to process through the supply system, and the reference.

STANDARD(S): In accordance with the reference.

PERFORMANCE STEPS:

1. Review the reference.

2. Determine appropriate method to ensure that authorized signatures are obtained at all transfer points.
3. Set time restriction for length of time high security, controlled and hazardous items may be held.
4. Promulgate established procedure to all personnel.

INITIAL TRAINING SETTING: MOJT Sustainment: 18 Req By: SSgt

REFERENCE(S):

1. UM 4400-15, Organic Property Control Procedures

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